

# ***Headquarters U.S. Air Force***

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## **Enlisted Aide Special Duty**



**CMSgt Doc Murdock &  
MSgt Kevin Carpenter**

**AFSLMO**

**22 Aug 04**

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# What it's all about...

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# Overview

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## WHO WE ARE & WHAT WE DO

- Quick background & demographics
- What aides really do...and myths too!

## WHERE WE'RE GOING

- Many program changes that will attract more folks

## HOW YOU CAN HELP

- Know & Explain “the real deal”
- Look for folks with the “right stuff”
- Connect to aide on your base or MAJCOM



# History

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***“Before you know who you are & where you’re going, you have to know where you’ve been...” Doc Murdock, today, 2004***

- PRIOR TO 1946 – Cart Blanc...NO REGS...where/when needed -- **an honor to serve**
- 1955 – All Services authorized “1 aide per star”; some colonel’s authorized – over 3K EAs
- **1977** – Continuous Congressional scrutiny & criticism
  - Proxmire bill/GAO investigation -- DoD initiates ceiling to lower all Svc total auths
- **1979** – Defense Appropriations Act – Aide authorizations limited by GO authorizations
  - Remained virtually constant around 90 AF (300 Service-wide) thru today
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- **31 Oct 2002** – CSAF approved enlisted aide duty as a Special Duty vice Reporting Identifier
  - Created SDI 8A200 -- implementation of a structured training plan – central funding for training, & implemented Starkey International Institute, “Household Management”
- **Nov 03** – @ **CORONA FALL** – held **1<sup>st</sup> U&TW** – **All MAJCOMs represented**
- **Apr 04** – @ **CMSAF’s CCM CONF** – **SDI 8A200 Program Update** – **40+ CCMs on board**
  
- **Bottom-line:** It’s always been an honor to serve military leaders; we ain’t going away...necessary to mission accomplishment.

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# The Real Deal...

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## WHAT AIDES DO

- Assist with care of quarters-- focus should be on community areas used for entertaining
- Uniform upkeep
- Care of military personal equipment
- Receive and maintain records of phone calls
- Make appointments
- Plan and execute social functions
- Receive guests/visitors
- Washing vehicles used for official duty
- Yard work

## WHAT THEY DON'T DO

- Duties for personal benefit only
- Baby sit
- Driving spouse
- Errands solely to benefit dependents
- Care of dependent's clothing
- Repair of private motor vehicles or boats
- Cater OWC related functions
- Care of non-official quarters
- MYCARE Care of pets
  - Can't be a single parent
  - Can't go to college
  - Give up your life
  - Must live on base
  - Can't get promoted





# Post Event Celebration!

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# SDI 8A200 Demographics

## ■ DATA POINTS

## MANAGEMENT POINTS

### ■ TOTAL # / BY GRADE

- 3 CMSgt/5 SMSgts/28 MSgts = 36 SNCOs 87 Total
- 35 TSgt/16 SSgts 51 JRNCOs

### ■ EXPERIENCE

- 10 YRS OR MORE = 8
- 7 - 10 YRS = 19 Experienced...50% "career aides"
- 3 -- 6 YRS = 24 ...too many!
- 3 YRS OR LESS = 36
- 36 from SVS AFSC = 42% Not just a "services" special duty
- 17 are over 20 yrs of Service = 20% Retirement Eligible

### ■ SEX & AGE

- Male = 59 (68%) Female = 28 (32%)
- 24 are over 40, 39 - 30 = 55 & 8 under 30 Average = 36.50 yrs old

**NEED NEW YOUNG TALENT!**



# Where We're Going...

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- **STANDARD/INSTITUTIONALIZED TRAINING**
  - Structured plan w/training records & instructions
- **INVOLVED SENIOR LEADERSHIP**
  - Training Managers & MAJCOM functionals, CCs & CCMs
- **CREATE A CAREER PATH TO PROFESSION**
  - Improve recognition, education/certification & link to professional orgs

**NOT NEW TO AF - BUT NEW TO ENLISTED AIDES!**





# Why We're Going...

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## THEN

## NOW

Reporting Identifier 9G000    Special Duty Identifier 8A200    with career track

Hit or Miss training without documentation    Structured/Institutionalized/ Documented

Informal functional / mentoring Networks    Formalized – Key positions key players – SNCO mentors

No functional recognition    AF & DoD Award Programs

Not linked to service profession offering certification/accreditation    Civilian professional organizations

Exempt from deployment Protocol, AI Udeid    AEF rotational tasking as CAOC    Supt of

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# ***Institutionalize Training Plan***

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- Implemented **3-tiered prgm** focused on skills development in **two tracks**: culinary & household management
  - **ORIENTATION** (First 12 mos – enroute when possible)
    - Culinary: 8 day basic course @ Randolph + 10 days in SecAF Mess
    - HM: 1 week in MAJCOM tng house w/certified senior aide
      - On the way in...open training record & establish bond
  - **QUALIFICATION** (1 to 2 yrs – first tour)
    - Culinary: Advanced Course @ Fort Lee (Joint school) – 4 weeks
    - HM: GOQ Mgmt (NAS JAX) + 10 days @ Starkey (Denver)
  - **ADVANCED** (2+ years)
    - Culinary: Self procured – local schools/hotels/restaurants
    - HM: Starkey Certified HM Program – 4 weeks

Note: Currently 20 Starkey Certified Household Managers



# Testing the training!

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# ***Linked to Profession...***

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- Recognition:

- FY03 first period -- AF & DoD EA OF the Year - better in '04!
  - 2 Categories: Multiple (4\*) & Single (3\* below) Qtrs
  - Overall winner nominated to DoD level award
  - Sponsored by Military Hospitality Alliance & Starkey Int'l

- Professional Organizations:

- Military Hospitality Alliance (MHA); Starkey Int'l; IFSEA & CCAF
  - Increased degrees, certifications recognition & competitions

- Annual Meetings/Workshops:

- U&TW @ CORONA Fall -- MAJCOM EA Workshops - CCM Conf

- Standardized Professional Look :

- Aiguillette - authorized...wear it!
- Enlisted Aide civilian clothing uniform - standardized...



# To Recap...

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## WHO ARE WE?

- Proud professionals performing a valuable mission & making a difference on a personal level
- Now with a technical & professional upgrade program
- Older, mature force - ready for new young talent...

- - - - - ENTER THE BCA - - - - -

## HOW YOU CAN HELP

- Know & explain “the real deal”
- Look for folks with the “right stuff” & get them to us
- Work with the aide on your base to tell the story!

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# ***Enlisted Aide “101”***

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- **Who can be an enlisted aide?**
  - Special duty - 100% voluntary – all career fields eligible
  - No First Termers/enlisted aircrew/Guard or Reserve
  - Limit # of E-7/8/9's & critical AFSCs and those drawing SRBs
- **How are they hired?**
  - GO Assignment Announced
  - AFSLMO solicits volunteers for a particular position
    - Packages screened and nominations provided for review
  - One-on-One Interview process—spouse & CCM involvement critical
  - Execute PCS assignment ASAP – training enroute; but not often
- **Where they're at?**
  - 78 AF & 21 Joint auths -- currently 87 assigned
  - 4 Stars – auth 2 , 3 Stars/NAF/CTR & O/S WG/CC – auth 1
  - Several AF aides working for GO's from other branches...joint credit!



# ***Who We're Looking For***

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## ■ **SOLID RECORD OF PERFORMANCE**

- **Motivated** self-starters & detail oriented
  - Most positions are one deep with no direct supervision
  - Quarters are dynamic yet often isolated workcenters
- Capacity to **multi-task & adapt** to changing environment
  - GO schedules are unpredictable – both duty & social -- calm in a crisis!
- Experience in **protocol, honor guard, culinary** workcenters a plus
  - However, attitude & aptitude to learn can overcome inexperience!

## ■ **STRONG INTERPERSONAL SKILLS**

- **Maturity** a must – most generals have raised their kids already!
- **Ability to communicate** key to successful work relationship(s)
  - EA is often the key link to staff, family, & base support units

## ■ **“SERVICE HEARTS”**

- People who want to make a difference on a personal level – **prefer to serve**, rather than be served...

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# They look a lot like this!

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# ***How to apply?***

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- **Review JQS & 797 on Misc Resources page of EA website**
  - Detailed list of duties gives better understanding of what you're applying for
- **Submit a formal package IAW AFI 36-2123:**
  - Last 5 EPRs
  - Resume
    - Describe as much as possible your training & experiences relevant to enlisted aide duties.
    - Highlight education, certifications, awards
    - Include personal interests/hobbies - this is personable business & resume should tell something about you
    - If no other, use targeted or functional resume in AFH 33-337, *The Tongue and Quill*
  - 2 Full length official photos in service dress
    - Originals or on disk
  - Letters of recommendation from Unit/CC & Wing CCM
    - Ad only LORs from Sr Officers/CMSgts with personal testimony of your ability/ experience in event planning/protocol/senior officer support

**Scan/e-mail or mail originals to AFSLMO POC (contact info on webpage)**

- **Apply any time - won't submit for any opening not volunteered for**
  - Positions fill fast - best to have application on file - then vol for openings





# ***Benefits...sure!***

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- **Unique & challenging special duty with potential for career growth**
- **Exposure to Air Force's senior leadership and opportunity to make a difference on a personal level**
- **Perspective of the institution & mission not many Airmen get**
- **Eligibility for CCAF degree in Hotel, Restaurant & Fitness Management**
- **Professional schools, certification & degree programs**
- **AF & DoD functional awards program**
- **Distinctive uniform...and much, much more!**

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# For more information...

Visit our website at:

<https://www.dp.hq.af.mil/afslmo/afslmoa/>

OR

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# Questions?

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